

## **Deliverable 2: Objectives Submission Form**

### **What is it?**

All Civic Participation agencies must use the information gathered from their community and student needs assessments to select or develop 3 to 5 observable, and measurable civics objectives. These civics objectives must relate directly to the needs, goals, and proficiency levels of the enrolled learners. The civics objectives must be measurable so that student achievement can be assessed.

Agencies can select civics objectives that match their needs assessment results from a “bank” of pre-approved civics objectives, or can create their own objectives (which require submission and approval). Each objective will encompass a 30-hour minimum instructional unit.

Agencies must also identify language and literacy objectives including listening, speaking, reading and writing objectives that students need in order to attain each civics objective.

### **Why do I need it?**

Selecting or writing the civics objectives along with the underlying language and literacy objectives will assist agencies in:

- ♦ identifying the target ESL level for each civics objective and each Civic Participation class
- ♦ developing objectives that will be measurable at the end of each 30-hour unit and can, therefore, be linked to a specific assessment

### **How does it relate to civic participation?**

Some content areas that are compatible with the overall civics goal include:

- ♦ consumer economics
- ♦ community resources
- ♦ health
- ♦ employment
- ♦ government and law

### **How do I submit this information?**

The Objectives Submission Form is on the CDE Website

<<http://www.cde.ca.gov/adulteducation/>>.

- ♦ save this form to your computer hard drive
- ♦ add the summary information from your student needs assessments,
- ♦ use the “Save As” command to save the completed form with your agency name (as listed on your grant application), the type of form (“needs assessment”), and the date of submission (“09-25-03”)

- ♦ submit this form as an e-mail attachment at the same time that you submit your Student Needs Assessment Summary form to [elcivics@casas.org](mailto:elcivics@casas.org)

**When is it due?**

Submit the Objectives Submission Form online *at the same time* that you submit your Student Needs Assessment Summary form. **Both forms are due before September 30, 2003.**